



**DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY**

**HEALTH PROGRAM SUPERVISOR**

**Public Health Initiatives – Infectious Diseases – HIV Prevention**

**POSTING DATE:** January 4, 2013

**CLOSING DATE:** January 11, 2013 \*

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To: Candidates on a current examination list**

**POSITION CONTROL NUMBER: 12359TS    NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/35 hours/week

**SALARY GROUP/RANGE:** HC 28/\$67,586\*-\$90,681 (\*NEW State Employees)

**NOTE:** Candidates must have applied for and passed the **Health Program Supervisor** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Preferred Skills:**

- Experience coordinating federal funding, grant writing/reporting and maintaining overall accountability for grant awards including fiscal accountability.
- Experience with statewide health program planning, monitoring, evaluation and administrative process and outcomes.
- Experience collaborating with multiple partners to implement public health promotion and/or disease prevention programs
- Experience with evidence based HIV prevention strategies recommended by the Centers for Disease Control and Prevention and/or implementing recommendations from the National HIV/AIDS Strategy
- Experience addressing health equity and the social determinants of health and health factors.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:**

Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing pattern of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and incidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; considerable knowledge of state and community organizations and programs involved in field of public health; knowledge of research and design methodologies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze, evaluate and interpret data; supervisory ability.

**EXPERIENCE AND TRAINING**

**General Experience:**

Eight (8) years of professional experience in a health organization.

**Special Experience:**

One (1) year of the General Experience must have been at the advanced working level in health care program administration, a health systems agency or other health care organization in at least one of the following areas:

1. grant writing or monitoring;
2. formal program planning, development, management or evaluation;
3. or program consultation.

For State Employees this is interpreted at the level of Health Program Associate.

**NOTE:** A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in health education, hospital administration, public administration or public health may be substituted for one (1) additional year of the General Experience.
3. For State Employees one (1) year as a Health Program Associate may substitute for the General and Special Experience.

**SPECIAL REQUIREMENT:**

Incumbents in this class may be required to travel.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:**

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7184 if faxing, only one application is necessary)  
EMAIL: [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.**